



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: SERVICE RECOGNITION AND ALLOWANCES
CODE: 4063 Allowances for Teacher Interns

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education may provide financial support for interns assigned to schools in the Holy Family RCSSD No. 140, who are enrolled in the faculties of education at the University of Saskatchewan, the University of Regina, or other similar institutions of higher learning.

Procedures:

1. The Board of Education may annually spend a maximum of \$3,200.00 to assist interns through internship allowances.
2. The internship allowance shall not exceed \$100.00 per month per intern, to a maximum of four months per intern.
3. Applications for internship allowances will be made in writing and forwarded to Central Office.
 - 3.1. The Director of Education or designate will make approval for a single payment of the allowance after the completion of the internship.
4. If more than eight applications are approved in any calendar year, the maximum allowance will be pro-rated.